

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC INSTRUCTION
NO. 20-2

PERSONNEL
4 May 1970

IP CAREER SERVICE PROMOTION POLICIES AND PROCEDURES

RESCISSION: CIA Instruction No. 20-17, dated 11 April 1968

1. This Instruction applies to CIA employees only. As head of the IP Career Service, the Director, NPIC has established general policies and procedures regarding the promotion of members of the Career Service. All members of the IP Career Service should be aware of these policies and procedures.

2. Promotion actions in the IP Career Service are based on a thorough review and consideration of the performance of individuals, the evaluation of these individuals in competition with others of like grade and job category, and the selection for promotion of the most qualified individual within the practical limitation of the Center's Staffing Complement and Career Service Grade Authorization.

- a. The initiation of a recommendation for promotion is normally the responsibility of the first-line supervisor. Recommendations are submitted on IP Form 260 to appropriate officers and are forwarded to the responsible Group or Staff Chief for concurrence or approval. It is against CIA policy to submit promotion recommendations on Fitness Reports. Promotion of personnel to grades GS-12 and below may be approved by respective Group and Staff Chiefs, provided that an appropriate promotional vacancy is available, and the individual meets performance and time-in-grade requirements. The recommendations for promotion of personnel to grades GS-13 and above are reviewed by the Career Board and approved by the Director, NPIC.
- b. At each level of review, beginning with the first-line supervisors, the consideration for promotion encompasses three broad areas; namely, job performance, competitive evaluation, and time-in-grade.

GROUP 1: EXCLUDED FROM
AUTOMATIC DOWNGRADING
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- (1) In the area of job performance, the individual must have clearly demonstrated that he is qualified for advancement to the next higher grade based on such factors as productivity, professional, technical or clerical qualifications, and other job related factors.
- (2) The area of competitive evaluation deals with the measurement of the individual against other personnel of like grade and job category within the Career Service. It requires that supervisors review their employees carefully, compare the progress and potential of individuals, and plan for their career development.
- (3) The area of time-in-grade establishes certain prerequisites in regard to length of service that should be fulfilled before the individual is considered for promotion. The following standards are provided as a guide to indicate the least amount of time-in-grade which may normally be expected for promotion consideration, and as such, they offer the opportunity to recognize, by earlier promotion, those employees who have demonstrated truly unusual ability and potential.

<u>Promotion from Grades</u>	<u>Time-in-Grade</u>
GS-03 through GS-10	6 months
GS-11	12 months
GS-12	15 months
GS-13	18 months
GS-14	24 months

3. In order to assist the Career Panels, the Career Service Board, and the Director, NPIC, in the comparison of personnel for promotion, a Competitive Evaluation Rating (CER) is prepared annually by appropriate supervisors for personnel in grades GS-09 through GS-14. These evaluations will be reviewed by the Group or Staff Career Panel. The CER's are submitted to the Career Service Board and Director, NPIC for information and for use in considering promotions to GS-13, GS-14 and GS-15. These ratings serve as a basis for promotion reviews throughout the rating year; however, all factors are considered during each review, and a given rating neither assures nor precludes promotion.

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4. The promotion of IP Careerists to grades GS-09 and below may be considered at any time. Although a formal competitive evaluation system is not used at these grade levels, the same basic principles are followed. The evaluation and promotion of IP Career Service personnel to grades GS-10 through GS-15 is accomplished in accordance with the attached schedule.



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ARTHUR C. LUNDAHL
Director

Attachment:
Promotion and Competitive
Evaluation Review Schedule

Distribution: No. 3

PROMOTION AND COMPETITIVE EVALUATION REVIEW SCHEDULE

Month	Promoted to: Personnel Grade:	Semi-Annual				Quarterly	
		15	14	13	12	11	10
		14	13	12	11	10	09
JANUARY		PROM	*	*	PROM	RP	RS
FEBRUARY			RS			PROM	RP
MARCH			RP	RS			PROM
APRIL		*	PROM	RP			
MAY		RS		PROM		PROM	
JUNE		RP					PROM
JULY		PROM			PROM		
AUGUST						PROM	
SEPTEMBER							PROM
OCTOBER			PROM		*	*	*
NOVEMBER				PROM	RS	PROM	
DECEMBER					RP	RS	PROM

PROM - Promotion
 RS - Competitive Evaluation Rating - Supervisor
 RP - Competitive Evaluation Rating - Career Panel
 * - Annual Fitness Report Due End of Month